

DEPARTMENT OF
PUBLIC HEALTH AND HUMAN SERVICES



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DATE: June 5, 2006

TO: Colleen Pankratz, Director
Valley County Transit
213 9th St. South
Glasgow, MT 59230

RECEIVED
JUN 6 2006
DPHHS-DSD

FROM: Sandra L. Carpenter, Region 1 QIS

RE: Quality Assurance Review, FY '06

Please find attached report for the Quality Assurance Review - Valley County Transit. I wish to express my appreciation to you for assistance provided to me when I was on-site June 5, 2006.

This report contains findings and comments noted during my review of transportation only service provided by Valley County Transit obtained from checking agency records.

cc: David L. Pippin, Chairman
Dain Christianson, Region 1 Regional Manager, DDP
Tim Plaska, Bureau Chief, DDP
John Zeeck, Quality Assurance Specialist, DDP
Perry Jones, Waiver Specialist, DDP
DDP Contract File

Valley County Transit Quality Assurance Review – FY '06

Scope of Review

The purpose of this summary is to evaluate the quality of transportation service only provided to individuals with developmental disabilities by Valley County Transit. Information was garnered through review of documentation on-site.

Transportation Service

Valley County Transit provides transportation service to individuals with developmental disabilities within Glasgow and surrounding communities through contract with the State of Montana Developmental Disabilities Program (DDP) funding from Title XIX and Montana General Fund. Valley County Transit is directed by Colleen Pankratz under govern ship by Commissioners of Valley County, David L. Pippin, Chair.

Areas reviewed

- All drivers' licenses were current and correct.
- Drivers are required to obtain a passenger endorsement on their State of Montana driver's license.
- Scheduled and preventative maintenance programs are in place.
 - o Valley County Transit uses "Car-Trak", a software based program that maintains a database of different vehicle services and when they were last attended to, last mileage, etc. on all Valley County Transit vehicles.
 - o "Car-Trak" automatically generates preventative and routine maintenance services reports. These reports are then used to address service repair issues and follow-up in a timely manner.
 - o Valley County Transit has in place a system of pre-trip inspections as well as weekly and yearly inspections that all staff is trained to do with ongoing training offered in staff meetings.
- Montana Department of Transportation (MDT) inspections are done as requested by MDT. The last inspections were completed in 2002 with no deficiencies noted. While on-site, Colleen Pankratz placed a call to MDT to confirm inspection dates and requirements.
- Federal Highway Administration (FHWA) Period Inspection Certification sticker is not required as Valley County Transit is under the Federal Transit Authority.

Conclusion

Valley County Transit meets and/or exceeds all transportation review requirements set in the DDP Quality Assurance Process for Transportation. I would welcome follow-up on the MDT inspection requirements. I would like to thank Valley County Transit for their cooperation and assistance with this evaluation and look forward to a continuing relationship in serving people with developmental disabilities.